

MAINTENANCE AND SERVICE WORKER

Class Definition

Under close supervision, performs a wide variety of unskilled and/or semi-skilled entry level manual maintenance work.

Distinguishing Characteristics

Maintenance and Service Worker is the entry level for all maintenance related classes in the City. Work involves routine or repetitive cleaning, sweeping, digging; grounds and building maintenance; automotive equipment maintenance and repair; or other work requiring only limited experience.

The following entry level classes will be converted to Maintenance and Service Worker as vacancies occur:

Airport Custodian, Custodian, Equipment Service Worker I, Laborer, Parks Maintenance Worker I, Recycling Technician I and II, Utility Worker I, and Waste Collector II.

Typical Tasks

(Any single position may not be assigned all the duties listed, nor do the examples cover all the duties which may be assigned.)

Uses appropriate tools, equipment and materials and sweeps streets, gutters, alleys, and floors; cleans restrooms, washes windows and walls; cuts weeds, or mows grass; and cleans buildings or equipment.

Assists in reconditioning and general maintenance of facilities, equipment, buildings and grounds; opens rooms and sets them up for the public.

Assists in setting up and taking down displays, stages and stage equipment.

Transports city vehicles to the Fleet Maintenance shop for servicing; assists in minor repairs and maintenance of vehicles; assists in washing, loading, and unloading vehicles.

Performs a wide variety of unskilled duties involving light or heavy manual labor in maintenance, construction, custodial and material collection programs throughout the City.

Performs related work as required.

Knowledge, Abilities, and Skills

Knowledge of common hand and power tools and equipment used in manual labor or general repair and

maintenance work.

Ability to perform light and heavy manual labor for extended periods and under unfavorable weather conditions.

Ability to follow verbal and written instructions; and ability to fill out or to complete brief daily report forms.

Ability to work on an assigned schedule or route; and ability to work alone on assigned routine tasks.

Minimum Qualifications

The ability to read and write English at a level necessary to perform the duties assigned.

Necessary Special Requirements

Possession of a valid California Driver's License at time of appointment,

APPROVED: _____
Director of Personnel

DATE: _____